eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
August 28, 2003

Opening:
A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 8/28/2003 in Richmond.

Present:

Regina Baxter, DMHMRSAS (phone)	Cheryl Kimball, DOLI/DCR (phone)
Richard Brough, DSS	Marion Lancaster, DGS
Horace Fords, DMHMRSAS - ESH (phone)	Andy Kmett, VCE (phone)
Martha Freeland, DMV (phone)	Joy Lazarus, DMHMRSAS (phone)
Maria Hatcher, DGS	Parvin Mirshahi, DGS

A. **Approval of Agenda**
   The informal agenda:
   1   – Implementation Status
   2   – New Work
   3   – Agencies General Status
   4   – Policy Questions

B. **Approval of Minutes**
   Previous meeting minutes reviewed and approved.

C. **Issues**

   Open Issues

   Closed Issues

D. **New Business**

   1.   Implementation Status
         Nothing to report.

   2.   New Work
         Nothing to report.

   3.   Production Status
         DGS –
         - Marion Lancaster reviewed and gave status of new business issues identified and discussed at last week's monthly interface meeting. She is still working on the minutes and will send them out before the end of the week.
         - Marion announced that next week's weekly interface meeting will be a vendor workshop to discuss how ERP are handling maintenance of their ERP vendors. Richard Brough from DSS has volunteered to give an overview on how his agency is handling maintenance of their ERP

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vendors. Other agencies will be invited to share their experience with the maintenance of their ERP vendors.

- Maria reported that she has completed programming to update all 4 holding tank tables, including the accounting table. COVA and AMS need to coordinate to fully test the load from the DGS holding tank to the Data Warehouse.
- There was a short discussion on execution of concurrent multiple instance of the Java Client, which can cause the same import file to be transmitted more than one to BizTalk. Andy Kmett stated that when he designed the Java Client application, he put in place a mechanism to prevent multiple instance of the application to run concurrently. Andy will work with Maria to research.

VDOT –
- Representatives not present.

DMAS –
- Representatives not present.

DSS –
- Richard Brough reported no change. The change order has been designed, but has not started coding.

DMME –
- Representatives not present.

ABC –
- Representatives not present.

DOLI –
- Cheryl Kimball reported that she met with the agency's staff to show them how the change/cancel order works. As soon as the agency is ready, they should start sending cancel/change orders.

DEQ –
- Representatives not present.

DCR –
- Cheryl Kimball had nothing new to report.

VATECH –
- Representatives not present.

UVA -
- Representatives not present

VCU -
- Representatives not present.

DMHMRSAS–
- Joy Lazarus reported that Jim Roberts and his staff are making progress on implementation of the interface at WSH, NVTC and NVMHI. Jim reported by email that he hopes to go live with NVTC & NVMHI during the week of Sept. 2nd, and WSH the week of Sept. 23rd.

JMU –
- Representatives not present.

ODU –
- Representatives not present.

VCE –
- Andy Kmett had nothing new to report. Consultant is still working on the export and hopes to start testing by next week.

4. Agency General Status

DMV –
- Martha Freeland reported that she and Debbie Adams have completed the analysis and now are working on the 10 steps decisions. Completed 3 of the 10 steps. She is also working on the Ship and Bill to addresses.

5. Policy Questions

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No new questions.

The next **weekly** interface meeting will be held on Thursday, September 4, 2003 at DGS in the ISS 9th floor conference room starting at 10:00 a.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)

   05/29/2003 DGS is not planning on giving agencies access to the DGS Holding database. DGS is actively working with AMS on the design to load "holding tank" data into the eVA data warehouse. Agencies will then be able to access that information through the normal data warehouse reporting process.

Closed Action Items

Prepared by Maria Hatcher

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